

Joint-Mission France Foreign National Student Intern Program Announcement



U.S. Missions to France & the OECD

Open to: All French National Students

Deadline to apply: At Least Five Months Before Start Date

Internship: George Marshall Center, U.S. Embassy, Paris, France

Internship Description:

The George Marshall Center seeks a qualified intern to assist in the coordination of events in the 18th century hotel particular. An openness to speak and communicate with both French and American speaking officials and visitors with appropriate protocol is essential for this post.

The intern should be able to react quickly to changing work environments and needs, and to be flexible in his/her working hours. An interest in the history of the building and its past occupants will help in appreciating this unique space. Taking an interest and doing research in an aspect of the buildings history will be an ongoing portion of his/her internship.

Gratuitous Service: There are no benefits attached to this internship opportunity, no compensation, leave accrual, nor any future employment rights.

Eligibility Requirements:

- Must be able to prove French nationality
- Must be at least **18 years** of age.
- Must possess a **baccalaureate diploma** or a **high school diploma** or have completed an equivalent secondary school program.
- Must be currently enrolled in a post baccalaureate program in good academic standing and able to provide a certified transcript to verify academic standing.
- Must complete a “Convention de stage” signed by the current academic institution. The Convention de stage must include medical insurance.
- Must meet the requirements of the advertised internship opportunity.
- Must be able to receive a security certification.
- Must be able to provide a medical certificate from the student’s doctor

Hours: 35 hours a week, 7 hours daily Monday through Friday

Internship period: To be defined **Duration of this internship:** Eight (8) weeks maximum

Description of Duties and Responsibilities:

- assist in the coordination of events in the 18th century hotel particular
- flexible work hours to include early mornings and/or late evenings
- research in historical aspects of the building and its residents

Required Skills/Qualifications: (These may be tested)

1. Education: baccalaureate diploma or a high school diploma.

2. Language Proficiency:

- English (Writing-Reading-Speaking): IV
- French (Writing-Reading-Speaking): IV

3. Other Skills:

- Ability to communicate in English and French with appropriate protocol.
- Ability to deal simultaneously with various events and functions.
- Flexibility in duties and working hours.

Application Filing Procedures:

To be considered, intern applicants are asked to submit the following documents:

- A Curriculum Vitae in English
- A Statement of Interest in English to include your objectives and motivation for seeking this internship opportunity and how your academic coursework and other experiences relate to the internship opportunity you are applying for
- Official enrollment from your educational institution, such as a copy of your student card.
- A copy of your French ID card or passport

Submit application at least five (5) months prior to your internship period to:

ParisInternRecruitment@state.gov

Joint-Mission France provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, disability, age, political affiliation, marital status, or sexual orientation.